

ADMINISTRATIVE ASSISTANT REPORT

November 2015

11/20/15

1. MISCELLANEOUS:

- a. The Town Hall will be closed on Thursday, November 26th. I will be out of the office on Friday, November 27th. Waggie will be gone on Weds, Nov 25th and we'll close at 1:00 on Weds so Lisa & I will be able to leave early. Micaela has put this on the web & Waggie has posted a notice.
 - This is a payroll week, and Thursday is a banking holiday, so I will try to process payroll on Tuesday to meet the Direct Deposit timeframes so funds will be available on Thursday but causes a bit of a time crunch since there's a Town Board meeting too.
- b. Now that the budget proposal is done until the 7th, I hope to take some time off in December.

2. TAXES:

- a. The Town has received Certified Tax Levy Apportionments from WITC, the Bayfield School, Ashland Cty, State of WI, and Madeline Sanitary. The State School Tax Levy Credit & Lottery credit information has arrived from the WI DOR. I've updated the summary report on the tax levies and distributed. In the past, this is the most widely requested budget document.
 - The Consumer Price Index – Urban (CPI-U) is at .2% ending October 2015.
- b. Ashland County Budget has been approved and will request a copy of their final budget.

3. GRANTS – General Fund:

- a. MIWP/Invasive Species/WI DNR: We've compiled all the invoices paid, timesheet database of employee labor & equipment use, separated into the WI DNR's grant components which totaled \$16,847.81. I believe Bonnie of the MIWP has submitted everything to the DNR. Hopefully the reimbursement and subsequent payment to the Town of LaPointe will arrive in the next few weeks.
- b. MRF/Household Hazardous Waste: Lisa submitted in September, a reimbursement request of \$10,015. No funds have been received, but hopefully it will arrive in 2015.
- b. Big Bay Town Park:
 - Phase I of the project reimbursement request of \$194,644.21 has been turned over to the WI DNR and the grant specialist is working his way through it.
 - It's expected that this payment will arrive in 2015
 - I'm got some time now to devote to compiling Phase II, which hopefully will be a reimbursement request of \$110,532.00
 - Good chance that this payment won't arrive until Jan 2016.
 - These are the final BBTP grants.
- c. Possible AEC Grant/Solar Array: I did not make any changes to the 2015/2016 budget for the applied grant. If the Town is awarded and accepts the grant, the budget(s) will need to be amended since this is a reimbursable grant and town funds may be needed depending on the sub-contractor(s) contract and costs.

4. GRANTS – Designated Funds:

- a. Fire Dept/FEMA/AFG: The Fire Dept received a grant for equipment purchase of \$3,764. Project close out and request for reimbursement will be done soon.
- b. Law Enforcement/TracCSGrant: The Police Dept. received a grant of \$8,050 to purchase squad car computer equipment. Purchase orders have been signed and should take place shortly.
- c. Ice Rescue/DSACF: The Fire Dept/Ice Rescue received a grant and payment of \$3,000 towards for night thermal imaging. The grant ends 12/31/15 and a purchase order signed; Lisa is checking to make sure the grant will allow the purchase of one instead of two.

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5. FINANCIALS:

- a. The 2016 Proposed Budget has been set and is ready for the **Monday, December 7th, 2015** meetings. Lisa is putting together a budget book which may include various budget reports as well as Town and Town dept. information. Each TB member, as well as all Dept. Heads., will receive a packet with all the budget reports and will be copied for public in the old Town Hall ready for the budget hearings & meetings.
 - It's been wonderful having Lisa be in communication with the dept. heads for budget needs, changes & updates that have been done, etc.
- b. The misc. billings will be worked on shortly.
- c. I'll be getting caught up with entering the road crew 2015 timesheets into the database, and can start preparing internal costs on the various projects that took place (town crew labor, town equipment) and coding those expenses into the project line items. This is done to give a more accurate costing on projects.

6. SCHEDULES:

Currently the schedule is:

- Tuesday, Nov 24th, 2015 Regular Town Board Meeting
 - *Payroll week*
- Weds, Nov. 25th, 2015 Town Hall Closing at 1:00
- Thurs, Nov 26th, 2015 Thanksgiving (Town holiday – TH closed)

- **Monday, December 7th, 2015:**
 - Public Hearing for 2016 Budget
 - Special Town Meeting for 2015/2016 Tax Levy & Levy Limit Resolution
 - Special Town Board Meeting to set 2016 Budget

- Tuesday, December 8th, 2015 Regular Town Board Meeting
 - *Payroll week*

- Tuesday, December 22nd, 2015 Final 2015 Town Board Meeting
 - This is a much needed meeting, to pay end of year bills, etc., final 2015 budget amendment and anything else needed for year-end and the up-coming year.
 - *Payroll week*

- Thurs, December 24th, 2015 Christmas Eve (Town holiday – TH closed)
- Friday, December 25th, 2015 Christmas Day (Town holiday – TH closed)

- Friday, Jan 1st, 2016 New Year's Day (Town holiday –TH closed)

Respectfully submitted,

Barb Nelson Administrative Assistant/Deputy Clerk